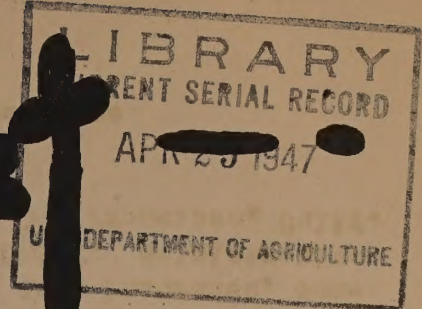


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Personnel Digest



PRODUCTION AND MARKETING ADMINISTRATION

Western Area Personnel Office

JANUARY 20, 1947

VOLUME 1

No.12

PERSONNEL INFORMATION FOR EMPLOYEES

The following (Part I) "Information for Employees" is being reprinted from page 303.3 of the USDA-PMA Manual for the purpose of better acquainting employees with their organization and its personnel policies.

(a) "Policy- It is the policy of PMA to keep its employees currently informed on matters of primary concern to them, which may affect their rights, privileges, status, and conditions of employment. Supervisory officials shall make such information available to employees under their supervision as promptly as possible after its release in PMA issuances."

(b) "How to get Employee Information-All employees of PMA should direct inquiries on matters affecting their rights, privileges, status and conditions of employment as well as matters concerning laws, rules,

and regulations, to either their supervisors or to the appropriate personnel office servicing the organizational unit or office to which they are assigned. Such inquiries should not be sent to the Department Office of Personnel in Wash. D.C., or the Civil Service Commission, except in those cases where the established appeal procedures provide for such direct contacts. The Civil Service Commission has particularly requested that employees taking part in competitive examinations refrain from making inquiries as to ratings and results of examinations. All persons participating in these competitive examinations will be notified of all results. Inquiries delay the rating process and issuance of notices of ratings. (Part II will follow in the next PE Digest.)

PRESIDENT'S PROCLAMATION TERMINATING HOSTILITIES

Mr. Harry T. Kranz, Regional Director of the 12th Civil Service Region has written as follows to answer some of the questions now being asked by employees with War Service Indefinite Status:..."It is suggested that you advise any such employees in your agency that President Truman's proclamation of December 13, 1946, has no effect on the status, annual leave, or veter-

an preference of Federal employees. The proclamation did not terminate the states of emergency declared by President Roosevelt on September 8, 1939 and May 27, 1941, nor did it terminate the state of war itself. With respect to both of these the President declared that he would make recommendations to Congress in the near future."

CORRESPONDENCE AND EXTENSION COURSES BEING OFFERED

Among educational courses recently brought to our attention are a number of classes which prove to be of interest to employ-

of California Extension and California Schools have supplied us with their newly scheduled night class educational courses. In addition, correspondence courses

being offered by the University of California and Dept. Graduate School. Anyone interested in local classes or extension courses may communicate with the Personnel Training and Safety Section. There are also special courses given by the USDA Graduate School.

INJURIES

How to report cases of injury? You should be familiar with PMA Procedure 1, Safety & Health. It gives complete instructions concerning the reporting of accidents and injuries. On June 30, 1946 we issued a condensed instruction for this procedure which is on file in all PMA offices. In a number of instances we know it has been placed on the office bulletin board, but unless it is called to the attention of newcomers it may escape their notice. Supervisors might review the procedure at Staff Meetings. It would also be advisable to circulate it through the office from time to time to be sure that all employees, particularly new members of the organization, are informed.

EXAMINATION ANNOUNCEMENTS

Junior Administrative Technician, CAF-5 \$2644.80 per annum. The following positions will be filled from registers resulting from this exam: Organization and Methods Examiner, Administrative Analyst, Procedural Analyst, Forms Designer, Budget Examiner, Position Classifier, Placement Assistant, Personnel Assistant, Administrative Aide.

For further information see your first and second class Post Offices or communicate with Reg'l. Office of CSC. Applications to be on file not later than February 11, 1947 at CSC., Wash. D.C.

Clerk CAF1-4, Salary \$1756-2394 per yr. Types of positions to be filled: Fiscal, Accounting, Statistical, Editorial, Audit, Appointment, Proofreader, Personnel, Leave, Payroll, Information, Purchasing, Time, Expediting, Property and Supply, Correspondence, Traffic, and Mail, File and Record, etc.

Positions to be filled in California, Nevada, Arizona and Washington, D.C. This will be a written exam. Applications must be received in office of Reg'l. Director, 12th CS Region, San Francisco not later than January 29, 1947.

Further information can be obtained from 12th CS Region Director's office or 1st and 2nd class Post Offices.

CONCERNING THE VIEWS OF FRANCES PERKINS
The following regarding Miss Frances Perkins, recent addition to the Civil Service Commission, will be of interest: "If reports of that usually reliable authority, Jerry Kluttz, Washington Post, may be credited, this new woman member of the Civil Service Commission is a force to be reckoned with in believing that Federal Government employees have rights as well as responsibilities. She apparently regards Federal Workers as people. She feels that they are hobbled by too many officious regulations, that too many personnel officers deliberately address employees in language they cannot understand, and that the applications they fill out to get jobs often list questions to which they should reply: None of your business. What do You think? At least the lady's future will be watched with interest." (From USDA Bulletin)

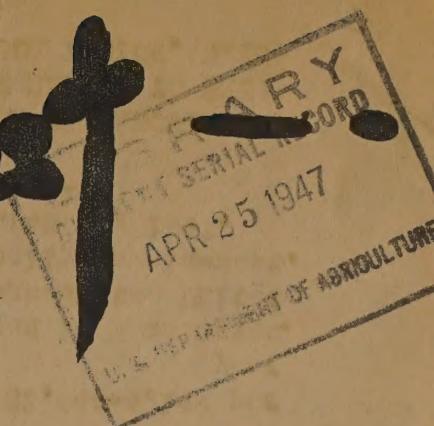
EMPLOYEE INSURANCE COVERAGE

No doubt all employees who own private cars carry automobile insurance. We are not sure whether all insurance policies provide the broad coverage protection for driving government equipment. If not already included, it should be added to private policies by means of a rider.

Those employees who do not have insurance on private cars should consider the advisability of carrying one of the special policies written at low costs to cover liability for government driving.

We understand policies covering bodily injury limits \$10,000/20,000 are written for as low as \$9.20 per year. If you are interested in obtaining further information and the names of some of the companies offering this insurance, communicate with the Chief, Administrative Services Division, San Francisco, Calif.

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FEBRUARY 19, 1947

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PERSONNEL INFORMATION FOR EMPLOYEES.

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(c) Responsibility of Supervisory Officials

"As material is released through FMA issuances, supervisory officials shall promptly bring to the attention of employees the provisions of any releases that would interest or concern them or would affect their status, rights, privileges, or conditions of employment. Supervisors shall refer requests for information which they cannot answer to

the appropriate personnel office servicing the unit or activity involved.
(d) Responsibility of Personnel Offices.

Any inquiries should be handled by the appropriate personnel office as promptly as possible. Field personnel offices shall refer any questions which they cannot answer to the Washington Personnel (PE) Division. Inquiries should not be referred to the Department Office of Personnel or the Civil Service Commission unless such referral is determined to be necessary by the Washington PE Division."

INFORMATION ABOUT THE DEPARTMENT

TEN USDA DOCUMENTS AVAILABLE TO EMPLOYEES OF DA

If you want information about the structure, functions, origins, top officials, scientific achievements, and famous research workers of the Department, or about the lives of those who have headed the USDA throughout its existence, the laws authorizing its activities, and what it did during the war, write to T. Swann Harding, Office of Information, Washington, D.C. for a list of the 10 USDA Documents which give this information. If in the Bay Area phone the Safety & Training Section, Ext. 38 at EX 8381.

You probably didn't know it, but the USDA fosters schools on shell-egg grading for State and Regional Supervisors of inspection and grading. Last December a conference was held in St. Louis to develop uniform interpretation and techniques among supervisors in charge of State Programs. A series of 30 schools for training in such work is planned for 1947. These are conducted jointly by Federal-State inspection and grading services and State college extension services. Graduates are eligible to qualify as licensed graduates and may be considered for employment in such capacity. (USDA)

SUGGESTION CORNER

"Typewriter ribbons respond to lubricants much as machines do. So if constant punching has pounded the brilliance out of your ribbon, don't prematurely discard it. Moisten it with a few drops of oil in the evening, and see how bright it will be the next morning, responsive to the lightest touch. Give it a chance to live out its normal life in fadeless service, dependent upon good behavior."

This suggestion was sent in by a former employee of the Forest Service.

A CARBON COPY OF YOUR STENCIL

Sometime ago a clerk in PMA brought in a suggestion which will be of interest if you prepare and proof-read stencils.

Place a sheet of carbon paper between the stencil sheet and the backing. The carbon copy on this backing sheet can be used for proofing and may even be used for temporary reference until the material has been mimeographed.

If you have devised or discovered a better, quicker, simpler way to perform a task, send us the recipe --we shall be glad to pass it along to others.

IMPORTANT RECENT SCIENTIFIC
ACHIEVEMENTS

Document No. 6, "Important Recent Achievements of Department of Agriculture Scientists" in the USDA series has been revised for reissue as of January 1, its semi-annual revision. It contains brief but varied items in popular style on the research accomplishments of Department Scientists during the past six months and is much used by magazine writers, editors, and others who want to know about USDA

scientific progress. Write Editor, USDA, Office of Information, Washington, D.C.

Personnel, Administrative, and Supervisory Workers

If you can possibly get hold of Harper's Magazine for December (the Library has one copy at least), don't miss reading carefully Peter F. Drucker's article on Citizenship in the Plant. You will find much to learn, much to stimulate thought, much to enlighten.

EXAMINATION ANNOUNCEMENTS

Examinations are announced for the following positions:

CHEMIST \$3,397-4,905 per yr.
positions located in Washington, D.C. and vicinity. Optional branches: Analytical, Biochemistry, Inorganic, Organic, Physical. Closing date March 5, 1947.

PHYSICIST \$3,397-5,905 per year
positions located in Washington, D.C., and vicinity. Optional Branches are electricity and magnetism, heat, mechanics, light, modern physics, sound. Closing date March 5, 1947.

VETERINARIAN \$2,644-4,149 per year
positions located in Washington, D.C., and throughout the United States, principally in mid-west. Closing date March 11, 1947.

APPLICATIONS FOR THE ABOVE POSITIONS SHOULD BE MAILED TO THE CIVIL SERVICE COMMISSION, WASHINGTON, D.C.